

# IHCDA Software Download

Steps To Download IHSF Software

# Importance Notice

- For you to install the system, please be aware or make your IT aware that:
- It needs to be installed in a location that the updater can write to. This will allow it to auto-update to the latest version. Your tech staff should uninstall the current installation and reinstall it to C:\IHSE. (if you don't have the latest version)

# Link to where to download from

- <https://ihcdaonline.com>
- Once you visit this site you will need to already have your username and password which can be set up by your Organizations contact person(s) ( name(s) who appears on the Contact Sheets –application, closing, corporate- when applying to the IHCD Programs would be someone with the appropriate security privileges.

# Contact sheet visual

## INDIANA HOUSING & COMMUNITY DEVELOPMENT AUTHORITY MORTGAGE CREDIT CERTIFICATE 2014 PROGRAM REGISTRATION FORM

THIS FORM MUST BE EXECUTED FOR EACH ORIGINATING OFFICE PARTICIPATING IN THE PROGRAM.

IWE will participate in the Indiana Housing & Community Development Authority's (IHCDA) Mortgage Credit Certificate Program.

COMPANY NAME \_\_\_\_\_  
OFFICE ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
(NUMBER YOU WISH BORROWERS TO CALL OR IHCDA TO FAX, BROKER NUMBER IF APPLICABLE)

Please list foreign languages spoken fluently in your office.  
\_\_\_\_\_

PLEASE CHECK TYPE OF LOAN(S) YOU ARE APPROVED TO CLOSE. YOU CAN ONLY MAKE A RESERVATION FOR A LOAN THAT YOU CAN CLOSE.

FHA ☐ VA ☐ FANNIE MAE ☐ FREDDIE MAC ☐ USDA RURAL DEVELOPMENT ☐

Please list below the name of the person from your organization to whom mail and email is to be sent as well as telephone inquires/information from IHCDA.

APPLICATION CONTACT NAME \_\_\_\_\_  
APPLICATION CONTACT PHONE # \_\_\_\_\_ FAX# \_\_\_\_\_  
APPLICATION CONTACT EMAIL ADDRESS \_\_\_\_\_  
(An email address is required)

Please note that the contact person will be responsible for giving everyone in your office access to IHSF. IHCDA will not give usernames or passwords to anyone other than the contact person listed above. If you will be closing loans for a Broker, the attached Appendix must be completed and signed by all necessary parties. This section is to be completed as contact information for the Lender only. Check here if Broker applicable ☐

IHSF USERNAME \_\_\_\_\_  
IHSF PASSWORD \_\_\_\_\_

You can provide one if you wish, if not then one will be provided for you.

PLEASE LIST ALL COUNTIES IN ALPHABETICAL ORDER THAT THIS ORIGINATING OFFICE WILL SERVICE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE

COMPANY AUTHORIZED OFFICER'S SIGNATURE

Indiana Housing & Community Development Authority hereby acknowledges the above named company as a registered participating lender in them Mortgage Credit Certificate Program.

DATE

J. JACOB SIPE, EXECUTIVE DIRECTOR

# Cont'd.

- <https://ihcdaonline.com>
- Authority Online
- Enter username (case sensitive)
- Enter Password (at least 8 characters long, case sensitive)
- Single Family Download

The screenshot shows a web browser window with the URL <https://ihcdaonline.com/AuthorityOnline/Default.aspx>. The page header includes the "ihcda" logo and the text "Indiana Housing & Community Development Authority". The main heading is "Indiana Housing Online Management System". Below this, a welcome message states: "Welcome to the Authority DMS Online Management System. This site will allow organizations working with the Indiana Housing and Community Development Authority to manage information about their awards. Some of the features of this site are claims management, Owner Certifications, IDA Awards, NAP Reporting, and the Single Family software download. This site continues to be expanded for to allow our partners to work more closely with us and to streamline our processes."

The login section contains the following elements:

- A "Username:" label followed by a text input field.
- A "Password:" label followed by a text input field.
- A "Login" button.
- A link for "New User? Register Here."
- A yellow box with the text: "Case Sensitive, password must be at least 8 characters long".
- A link for "Forgot Your Password?".

At the bottom, a note states: "Only continue if you are using a supported browser. The current supported browsers are:" followed by a list:

- Internet Explorer 10.0
- Internet Explorer 9.0
- Firefox 17
- Firefox 18

## Authority Online visual

If you do not have a username and password, do not click on New User? Register Here. ( That is not for Homeownership dept. fka Single Family)  
Your contact person will need to issue you a username and password.

# Cont'd

The screenshot shows a web browser window with the URL <https://ihcdaonline.com/AuthorityOnline/Program>. The page header includes the ihcda logo (Indiana Housing & Community Development Authority) and a welcome message for Marquet Smith. The main content area is titled "Programs" and lists several links with descriptions:

- Single Family Software Download**: Single Family Participating Lenders can download the SFDMS software from here to manage their MRB, MCC, DPA, and MSP reservations.
- [Award Claims Management](#): Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.
- [Professional Services Claims Management](#): Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.
- [My Profile](#): Manage your profile including your password, contact information, your organization information, and other information about your organization.

At the bottom, a note states: "Many features of the Authority Online system are based your organization. In some cases, you may need to share your 'Organization Code' with another organization or with someone in your organization who is registering as a new user. This organization code can be found from your profile screen on the 'My Organization' page."

# Download Cont'd

The screenshot shows a web browser window with the URL <https://ihcdaonline.com/AuthorityOnline/Download>. The page is titled "Single Family Software Download" and is part of the "Indiana Housing Online Management System". The user is logged in as "Marquet Smith". The page includes a "Brief Description" of the IHSF software, a "Quick Details" section with a "Download" button, and a table of software details.

**Single Family Software Download**

**Brief Description**

The IHSF software is a smart client application that is used for submitting and managing the loan reservation process. This software will allow participating lenders to manage the current reservation process from the submission of a new reservation through the closing of the loan. Participating lenders will have an 'administrative' user that is responsible for managing their own users (setup and security roles) as well as their organizations contacts.

**On This Page**

[Quick Details](#) [Overview](#)  
[System Requirements](#) [Instructions](#)

**Download**

**Quick Details**

File Name:	IHSFInstaller.msi
Version:	1.0
Date Published:	12/31/2008
Download Size:	81.1 MB

# IHSF login screen

- The icon will download and be placed on your desktop. (Picture shown on the left small orange and white circle titled IHSF)
- Click on that and you will see the login screen (picture on the right) \*remember it is case sensitive\*



# How To Make a Reservation

Within IHSF Software

Next Home, MCC, NH/MCC,  
Affordable Home, Your Home

# After logging into IHSF click on New Reservation

Single Family Management System v2.0.27.0 - IHDA - [Loan Status]

Lenders Underwriters Accounting Utilities Reports

**New Reservation**  
Lender Information  
Loan Search  
Reservations

Conditions Demographics Bulletins Change Password  
Commitment Expiration Rate Sheet User Maintenance  
Current Stage Training Documents

Reports Bulletins Tools

Lender: ALL 0 Match Found

Address (all fields): SSN (last 4 digits): Search Results:

(All) Lender Loan Borrower CoBorrower Stage Status Servicer Number

Loan Number	Mortgage Type	Lender Loan	Borrower	Co-Borrower	Stage	Status	Status Date	Last User	Underwrite
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# Reservation Loan Form

Once you are on this screen you will click on Add Mortgage Product and a smaller window (box) will open and you will select your mortgage product from this drop down box.

The screenshot shows the 'Reservation' form with the following fields and values:

- Lender: Z98 SARA'S INSTITUTION OF LENDING (NOT REAL)
- Branch: (None)
- Loan Type: (None)
- DPA Closing Date: (none)
- Property: (Empty)
- Purchase Price: \$ 0.00
- Improvement Cost: \$ 0.00
- Closing Costs: \$ 0.00
- Total Costs: \$ 0.00
- Current Principal: \$ 0.00
- Borrower: Borrower

The 'Add Mortgage Product' dialog box is open, showing a list of mortgage products:

- MCC
- Your Home Purchase
- Your Home Refi
- Next Home
- My Home
- Affordable Home

After selecting your product you will need to enter the data for the required fields, and then hit SAVE. If you are doing a combo loan you will complete this step twice.

The screenshot shows the 'Reservation' form with the following fields and values:

- Lender: Z98 SARA'S INSTITUTION OF LENDING (NOT REAL)
- Branch: (None)
- Loan Type: (None)
- DPA Closing Date: (none)
- Property: (Empty)
- Purchase Price: \$ 0.00
- Improvement Cost: \$ 0.00
- Closing Costs: \$ 0.00
- Total Costs: \$ 0.00
- Current Principal: \$ 0.00
- Borrower: Borrower

The 'Mortgage Product' dialog box is open, showing the following data entered:

- Mortgage Product: Next Home
- Mortgage with MIP: \$ 145,000.00
- Interest Rate: 0.000
- Term: 360
- DPA Amount: \$ 3,400.00

The 'Save' button is highlighted.

# Reservation Loan Form Cont'd

The screenshot shows a web application window titled "Reservation". At the top, there are dropdown menus for "Lender" (set to "Z98 SARA'S INSTITUTION OF LENDING (NOT REAL)") and "Branch" (set to "(None)"). Below these is a text instruction: "To add a mortgage product to this reservation, click the Add Mortgage Product button. You can add multiple products if they are in a combination that is allowed. To remove a product, click on the name in the list above and then click the Remove Mortgage Product button."

A table lists the current mortgage products:

Mortgage Product	Mortgage with MIP	Interest Rate	Term	DPA Amount
Next Home	145000	0.000	360	4500

Below the table are buttons for "Add Mortgage Product" (highlighted in yellow) and "Remove Mortgage Product". Further down are input fields for "Lender Loan Number", "Loan Type", and "DPA Closing Date" (set to "(none)").

The "Property" section includes "Purchase Price" (\$ 0.00) and "Mortgage w/o MIP" (\$ 0.00). The "Borrower" section has radio buttons for "Borrower", "Co-Borrower", and "3rd Borrower".

A "Mortgage Product" modal window is open in the foreground. It contains the following fields:

- "Mortgage Product": A dropdown menu.
- "Loan Amount": A text input field with "MCC" entered (highlighted in yellow).
- "Interest Rate": A text input field with ".".
- "Term": A text input field with "0".
- "Second Amount": A text input field with "\$" and a decimal part.

At the bottom of the modal are "Save" and "Close" buttons.

# Reservation Loan Form Cont'd

It will ask you an Interest Rate question. You will click on OK, It will also ask you a question about the Mortgage amount, you will also click OK

After the questions asked, and you clicked on OK. Hit Save

The screenshot shows the 'Reservation' form with the following details:

- Lender:** Z98 SARA'S INSTITUTION OF LENDING (NOT REAL)
- Branch:** (None)
- Instructions:** To add a mortgage product to this reservation, click the Add Mortgage Product button. You can add multiple products if they are in a combination that is allowed. To remove a product, click on the name in the list above and then click the Remove Mortgage Product button.
- Mortgage Product Table:**

Mortgage Product	Mortgage with MIP	Interest Rate	Term	DPA Amount
Next Home	145000	0.000	360	3400
- Buttons:** Add Mortgage Product, Remove Mortgage Product
- Fields:** Lender Loan Number, Loan Type, DPA Closing Date (none), Property, Purchase Price (\$ 0.00), Zip, Current Address, City, City if not Listed.

Two dialog boxes are open:

- Mortgage Product Dialog:** Mortgage Product (MCC), Mortgage with MIP (\$ \_\_\_\_\_), Interest Rate (.), Term (0). Buttons: Save, Close.
- Interest Rate Change Alert:** MCC's interest rate changed to 0.000. Button: OK.

The screenshot shows the 'Reservation' form with the following details:

- Lender:** Z98 SARA'S INSTITUTION OF LENDING (NOT REAL)
- Branch:** (None)
- Instructions:** To add a mortgage product to this reservation, click the Add Mortgage Product button. You can add multiple products if they are in a combination that is allowed. To remove a product, click on the name in the list above and then click the Remove Mortgage Product button.
- Mortgage Product Table:**

Mortgage Product	Mortgage with MIP	Interest Rate	Term	DPA Amount
Next Home	145000	0.000	360	3400
- Buttons:** Add Mortgage Product, Remove Mortgage Product
- Fields:** Lender Loan Number, Loan Type, DPA Closing Date (none), Property, Purchase Price (\$ 0.00), Zip, Mortgage w/o MIP (\$ 0.00), Borrower (Borrower, Co-Borrower, 3rd Borrower).

The Mortgage Product dialog box is open with the following values:

- Mortgage Product: MCC
- Mortgage with MIP: \$ 145,000.00
- Interest Rate: 0.000
- Term: 360
- Buttons: Save, Close

# Completing the Reservation Form

After the mortgage products have been selected you will complete all of the highlighted fields.

Once you are ready to lock the loan then you will select SUBMIT.

If you are needing more info to complete the reservation, going out to lunch, take a phone call, leaving for the day, etc. You can SAVE the loan.

\* Please note that SAVE does NOT lock the loan and the rate can be subject to change.

Reservation

Lender Z98 SARA'S INSTITUTION OF LENDING (NOT REAL) Branch (None)

To add a mortgage product to this reservation, click the Add Mortgage Product button. You can add multiple products if they are in a combination that is allowed. To remove a product, click on the name in the list above and then click the Remove Mortgage Product button.

Mortgage Product	Mortgage with MIP	Interest Rate	Term	DPA Amount
Next Home	145000	4.5	360	3400
MCC	145000	0.000	360	0

Remove Mortgage Product

Lender Loan Number Test Loan Loan Type FHA FIXED RATE DPA Closing Date 10/23/2015

Property

Purchase Price \$ 160,000.00 Acquisition Type Existing Address 30 S. Meridian St

Housing Type RANCH State IN Zip 46204-

Targeted No City Indianapolis

Year Built 2013 County MARION

Mortgage w/o MIP \$ 144,000.00 Homebuyer Education ☐

Borrower

Borrower Co-Borrower 3rd Borrower 4th Borrower Co-signer

First Name BUZZ Ethnicity Undisclosed Current Address 123 HOLLYWOOD BLVD

Middle Name Hispanic City

Last Name LIGHTYEAR Marital Status Single City if not Listed HOLLYWOOD

Suffix Sr Single Parent State Zip 90068-\_\_\_\_

SSN 999-99-9989 Occupation Government Indiana County

Date of Birth 12/5/1995 Home Phone (012) 321-9874 County

Gender Male Work Phone (012) 123-4567 Ext. \_\_\_\_ Email Address buzzlightyear2infinity@starcom

No Email Provided ☐

Household

Borrower Wages \$780,000.00 Household Size 1 Dependents 1 Prior Homeowner ☐

Co-Borrower Wages \$0.00 Income Recipients 1 Disabled/Handicapped 0 Date Last Occupied

Non-Applicant Income \$0.00 Persons 18 or older 0 Elderly 0 (none)

Total Income \$780,000.00

Lender Information

Loan Officer SARA HAWK Sellers Real Estate Company

Loan Contact SARA HAWK Sellers Real Estate Agent

Loan Processor SARA HAWK Buyers Real Estate Company

Closer SARA HAWK Buyers Real Estate Agent

Exception Print Cancel Submit Save Close

# Accept Rate

Reservation

Lender: Z98 SARA'S INSTITUTION OF LENDING (NOT REAL) Branch: (None)

To add a mortgage product to this reservation, click the Add Mortgage Product button. You can add multiple products if they are in a combination that is allowed. To remove a product, click on the name in the list above and then click the Remove Mortgage Product button.

Mortgage Product	Mortgage with MIP	Interest Rate	Term	DPA Amount
Next Home	145000	4.5	360	3400
MCC	145000	0.000	360	0

Remove Mortgage Product

Lender Loan Number: Test Loan Loan Type: FHA FIXED RATE DPA Closing Date: 10/23/2015

Property

Purchase Price: \$ 160,000.00 Acquisition Type: Existing Address: 30 S. Meridian St

Housing Type: RANCH State: IN Zip: 46204-

Targeted: No City: Indianapolis

Year Built: 2013 County: MARION

Mortgage w/o MIP: \$ 144,000.00 Homebuyer Education: ☐

Borrower

Borrower Co-Borrower 3rd Borrower 4th Borrower Co-signer

First Name: BUZZ Ethnicity: Undisclosed Current Address: 123 HOLLYWOOD BLVD

Middle Name: Hispanic: ☐ City:

Last Name: LIGHTYEAR Marital Status: Single City if not Listed: HOLLYWOOD

Suffix: State: Zip: 90068-\_\_\_\_

SSN: Indiana County:

Date: County:

Gender: Email Address: buzzlightyear2infinity@starcom

No Email Provided: ☐

Accept Rate

The current rate for Next Home is 4.5. Do you accept this?

Yes No

## Submission Errors

After you accept the rate, the system will go through and check to make sure everything is completed and in compliance. If there is something out of compliance, it will list the items in a "Submission Errors" box and tell you what needs to be corrected. If you double click on the item listed it will take you to that location that needs to be corrected.

The screenshot displays a web application for mortgage reservations. A modal window titled "Submission Errors" is open, listing several compliance issues. The background form shows reservation details for "Z98 SARA'S INSTITUTION OF LENDING (NOT REAL)".

**Submission Errors:**

- Borrower 1 Errors
  - State Required
  - County Required
  - Persons 18 or older must be greater than zero
  - Income limit exceeded for Next Home
  - Income limit exceeded for MCC
  - Interest Rate Required for MCC

**Reservation Details:**

- Lender: Z98 SARA'S INSTITUTION OF LENDING (NOT REAL)
- Branch: (None)
- PA Closing Date: 10/23/2015
- Address: 30 S. Meridian St, State: IN, Zip: 46204-
- City: Indianapolis, County: MARION
- Current Address: 123 HOLLYWOOD BLVD, City: HOLLYWOOD, State: , Zip: 90068-\_\_\_\_, Indiana County: , County: , Email Address: buzzlightyear2infinity@starcom

**Household Information:**

Field	Value	Field	Value	Field	Value
Borrower Wages	\$780,000.00	Household Size	1	Dependents	1
Co-Borrower Wages	\$0.00	Income Recipients	1	Disabled/Handicapped	0
Non-Applicant Income	\$0.00	Persons 18 or older	0	Elderly	0
Total Income	\$780,000.00			Prior Homeowner	<input type="checkbox"/>
				Date Last Occupied	(none)

**Lender Information:**

Field	Value	Field	Value
Loan Officer	SARA HAWK	Sellers Real Estate Company	
Loan Contact	SARA HAWK	Sellers Real Estate Agent	
Loan Processor	SARA HAWK	Buyers Real Estate Company	
Closer	SARA HAWK	Buyers Real Estate Agent	

Buttons at the bottom: Exception, Print, Cancel, Submit, Save, Close.

## Reservation Disclaimer

After correcting the errors, you will receive IHCD's Disclaimer. If you select Accept, then your loan will be locked and you can begin printing the documents needed to create a package for submission.

If you decline the disclaimer, your loan will be saved but the rate will not be locked.

At this point you will have an IHCD reservation number which you can see at the top of this form circled in red.

IHCD # 71132

The screenshot shows a web application for creating a mortgage reservation. At the top, a red circle highlights the reservation number "71132". The form includes sections for Lender, Property, Borrower, Household, and Lender Information. A modal dialog box titled "Reservation Disclaimer" is open in the center, displaying a disclaimer text and "Accept" and "Decline" buttons.

**Reservation 71132**

Lender: 298 SARA'S INSTITUTION OF LENDING (NOT REAL) Branch: (None)

To add a mortgage product to this reservation, click the Add Mortgage Product button. You can add multiple products if they are in a combination that is allowed. To remove a product, click on the name in the list above and then click the Remove Mortgage Product button.

Mortgage Product	Mortgage with MIP	Interest Rate	Term	DPA Amount
Next Home	145000	4.5	360	3400
MCC	145000	4.50000	360	0

Remove Mortgage Product

Lender Loan Number: Test Loan Loan Type: FHA FIXED RATE DPA Closing Date: 10/23/2015

**Property**

Purchase Price: \$ 160,000.00 Acquisition Type: Existing Address: 30 S. Meridian St

Housing Type: RANCH State: IN Zip: 46204-

Turned: No City: Indianapolis

Mortgage w/o MIP: \$

**Borrower**

Borrower: Co-Borrower

First Name: BUZZ Middle Name: Last Name: LIGHTYR Suffix: Sr SSN: 999-99-99 Date of Birth: 12/5/1999 Gender: Male

**Household**

Borrower Wages: \$60,000.00 Co-Borrower Wages: \$0.00 Non-Applicant Income: \$0.00 Total Income: \$60,000.00

Household Size: 1 Income Recipients: 1 Persons 18 or older: 1 Dependents: 0 Disabled/Handicapped: 0 Elderly: 0 Prior Homeowner: ☐ Date Last Occupied: (none)

**Lender Information**

Loan Officer: SARA HAWK Loan Contact: SARA HAWK Loan Processor: SARA HAWK Closer: SARA HAWK

Sellers Real Estate Company: Sellers Real Estate Agent: Buyers Real Estate Company: Buyers Real Estate Agent:

Exception: [ ] Print Cancel Submit Save Close